



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

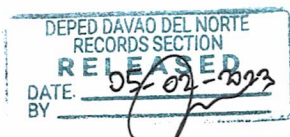
DIVISION MEMORANDUM
SGOD-2023-0113

To: Assistant Schools Division Superintendent
Chief Education Program Supervisor, CID
Chief, Education Program Supervisor, SGOD
Education Program Supervisors, CID
Education Program Supervisor, SGOD
Public Schools District Supervisors
Concerned Public School Heads, Integrated, Elementary, Secondary Schools
Private Schools
Division Section Heads
All others concerned

Subject: **SUBMISSION OF ACTION PLAN AND JOB-EMBEDDED LEARNING TEMPLATE (ANNEX 2A) AND JOB IMPROVEMENT COMMITMENTS (ANNEX 2B) OF 2023 RHEL PARTICIPANTS**

Date: May 2, 2023

1. Pursuant to HRDD-2023-040 on the conduct of the Regional Assembly of Education Leaders (RAEL) last March 7-9, 2023 at SMX Convention Center, Lanang, Davao City, all participants are hereby required to submit Action Plan and Job-embedded Learning Template (Annex 2A) and Job Improvement Commitments (Annex 2B) on or before May 5, 2023.
2. Please see attached template for reference which can also be downloaded through <https://tinyurl.com/56fxubt5>.
3. In participating in the different activities, the **Equal Opportunities Principle (EOP)** shall be observed at all times where all individuals are fully recognized regardless of gender, religion, ethnicity, and political affiliations.
4. Immediate dissemination of this memorandum is desired.



REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

SGOD/jam

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Annex 2-A (to be complied by the participants)

Action Plan and Job-Embedded Learning Template

Name:

Title of Training Attended:

Date & Venue:

Rationale of the Action Plan (1-2 paragraphs):

Objectives of the Action Plan:

Competencies Covered:

Activities	Timeline	Support and Resources Required

Submitted by: _____

Reviewed by: _____
(Program Owner)



Annex 2-B (to be complied by the participants)

Job Improvement Commitments

Competencies Covered:

Work Area (KRA)	Improvement Indicator	Means of Verification

Submitted by: _____

Reviewed by: _____
(Program Owner)

